



# **Granite Town Media**

## **Advisory Committee**

### **Meeting Minutes**

24 April 2014

**Present:** Kevin Federico, Tim Finan, Andrew Jeffery, Joe Kasper, Mike McInerney, Tom Schmidt

**Absent:** Dave Alcox, Rosie Deloge, Kevin Drew

**Guests:**

#### **Call to Order:**

Meeting called to order 6:05 PM

#### **Minutes**

Minutes approved.

#### **Old business**

Electronic bulletin board in Town Hall lobby is still a work in process.

#### **New Business**

We meet the 4<sup>th</sup> Thursday due to Board of Selectmen room scheduling issues. Now that committee meets at the Ambulance building discussed moving meeting to a different day. This year date falls on Thanksgiving and Christmas and 2015 New Year's Day. General agreement 4<sup>th</sup> Thursday works well and will need to reschedule November, December and January meeting dates.

Spring sports are starting; coverage planned for: Lacrosse, Baseball and Softball

Niko is graduating; Mike has replacement videographer lined up.

Addition videos in development: Water department water conservation and Transfer Station overview.

The BoS meeting room audio problem was a bad wiring connection, easily repaired.

Tricaster was repaired under warranty and is working well. Failure was the video card.

GTM T-shirts have been ordered will be issued to crew shortly.

Mike is scheduled for department update at the April 28<sup>th</sup> BoS meeting. Tim and Tom plan to attend. This is the 10<sup>th</sup> anniversary of GTM. Mike will summarize historical high points and put together a short version of recent GTM videos and try to include recording of an early GTM covered meeting.

The revised Mission statement was approved, Tom moved, Andrew 2<sup>nd</sup>, all in favor.

*"The mission of Granite Town Media is to utilize electronic resources to promote awareness of, and encourage participation in, local government and education as well as to provide a forum for community expression."*

Discussed town web site general layout and best practices. Plan a work session to review web site. Scope of our involvement is general look and feel and be on the lookout for broken links. This will delay work on Policy and Procedure manual a month.

- Discussed roles and responsibility. Department heads are responsible for content. Mike's role is to work with the developers to create web site framework, add new features and control overall look and feel.
- Discussed placement of Jobs link – want to make it easier for interested parties to learn of open positions.
- Noted menu items should be clickable and should not close pull-down.

Video cards are on order for the two replacement streaming servers, will be installed and configured shortly. That will resolve problem live streaming Education and Government channel. This issue does not affect viewing recorded meetings, only the live streams.

Discussed work flow and the amount of travel between town hall and high school. Scheduled further discussion next meeting.

- Mike will provide block diagram of Town Hall and high school GTM equipment
- Hopefully Bruce Dickerson, IT director, will be able to attend to discuss networking options between Town Hall and GTM equipment rack at the high school.

**Upcoming Meeting:**

22 May 2014 6 PM Milford Ambulance Service Community Meeting Room

**Adjourn:**

Meeting adjourned 8:18 PM

Respectfully submitted: Tom Schmidt